



Health and Safety

Policy statement

Tiggers believes that the health and safety of children is of paramount importance. We ensure that the setting is a safe and healthy place for children, parents, staff and volunteers by having appropriate procedures in place and ensuring that staff and volunteers are aware of, and adhere to, those policies

Procedures

General

- We maintain public liability insurance and employers' liability insurance. The certificates are displayed on the Notice Board in the entrance to the Parish Rooms. Full copies of our insurance policy are available on request.
- A full risk assessment is done of the building annually by the committee
- Safety checks of the premises (both inside and outside) are carried out by a member of staff before and at the end of each session. Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outside) will be closely supervised to remove or minimise risks and hazards.
- PAT testing is carried out by an electrician once a year.
- It is the responsibility of the Parish Room Committee (as landlord) to check the fire extinguishers. Members of staff are taught how to use them
- Fire doors will be kept free of any obstructions
- All staff are trained in the procedures for evacuation in the case of fire or other hazards with regular fire drills to ensure that staff are aware of the safe exit procedures.
- Fire Hazards and Evacuation Procedures (Please refer to the Emergency Evacuation Policy and Procedures)
- We maintain a non-smoking policy both inside and outside the Parish Rooms at all times that the premises are occupied by Tiggers' children and/or staff.(Please see No Smoking Policy)
- Little or no jewellery will be worn by staff at Tiggers unless for religious reasons.
- All visitors to the premises during Tiggers' occupation are recorded in a register.

Child Safety

- The recommended ratio of staff to children will be present at all times to supervise children during session times. At most sessions (other than where a member of staff is absent due to illness), Tiggers maintains a higher ratio of staff per child than is required under its Ofsted registration.
- Children are not allowed in the kitchen or areas where hazardous materials are kept. The kitchen door is kept shut at all times.
- The children's arrival and departure is monitored by a member of staff to whom that duty has been assigned for the session (See also Registration, Authorised Adult Pick-Up and Late Pick ups Procedures).
- Equipment and activities available to children will be appropriate for safety, age and their range of skills and characteristics.

- Hygiene at the Setting
- Please also refer to the Infectious illnesses , Nappy Changing and Accidents And Incidents-First Aid/ Recording And Reporting Policy and Procedures

Hygiene

- Tiggers will ensure that everyone washes his or her hands after using the toilet, and will provide paper towels after hand washing, if possible, and dispose of them hygienically.
- Staff will encourage children by example and word to put their hand over their mouth when coughing, and will ensure that tissues are available and used to blow noses. Used tissues will then be disposed of hygienically.
- Open cuts and sores will be covered with a dressing, unless an allergy has been recorded.
- Children will be encouraged to eat a healthy snack and to drink plenty of water during sessions.
- Children will be reminded to wash their hands before snack time. Special dietary requirements and allergies will be taken into account in preparing snacks. (See also Healthy Eating- Snack and Lunch boxes Policy and Procedures)
- Staff will wash their hands before handling / preparing food. Food will be stored appropriately – raw and cooked kept separately, kept covered and refrigerated.
- Utensils, crockery and pots will be kept clean and will be regularly checked for damaged. No cloths will be used for drying crockery. Crockery will be left to dry naturally or with blue paper towel, T towels are not used.
- Different cleaning cloths will be used for cleaning the tables and work surfaces/ washing up/toilets. Also different mops are used for kitchen and toilet areas
- All staff hold current Food hygiene certificates (see also Healthy Eating – Snack and Lunch Boxes)

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

